

Minutes for Urban Funding Issue Work Group
January 8, 2003

Attendees: Dennis Ritter, Al King, Azim Sheikh-Taheri, Brian Hasselbach, Pat Morin, John Milton, Mark Maurer

Agenda, Recap and Minutes: The agenda was reviewed and found adequate. There was a review of the minutes and Mark did a recap of the work the group had done to date. Brian was welcomed into the group as he replaces Nancy Boyd.

Work Breakdown Structure: Sally went over the revisions to the work breakdown structure from the April meeting. There was some discussion on what the final product would be. That should be reflected in the work breakdown structure and or the communication plan. We will decide later what that product shall be i.e. instructional letter, *Design Manual*, *Roadside Manual*, Roadside Classification Plan. Sally will revise the WBS.

Identify Interested Parties and Stakeholders: We identified the affected parties as Program Management, Highways and Local Programs, and the Design Office. There was some discussion on the affected parties and it was decided that the cities and counties were the most affected and the most likely to comment. The information will be on the web site and available to anyone who wants to comment.

Communication Plan: Sally reviewed the communication plan. There were some minor changes. Sally will revise and circulate it.

Matrix: The bulk of the meeting was used in discussing the matrix. It was decided that there will need to be an introduction or write up that discusses how to use the matrix and the philosophy behind it. There was a lot of discussion on how to set up the matrix i.e. is the element eligible for funding in a particular category. If it is eligible and it fits with the project, at what level will we fund it. The general consensus was we would fund it at a "WSDOT standard". Those standards should be identified somewhere for every element. There was a discussion on unique needs and experimental items. A separate process would be used for those.

The next thing we did was go through the list and add or delete items. Mark will update the matrix and attach it to the minutes. Everyone will review the matrix and mark where they disagree or question the existing code. We will bring our comments to the next meeting on January 30.

Work Assignments: As noted above.

Develop Agenda: The next meeting will deal with resolving questions or concerns about the matrix codes.